



# USAID



The United States Agency for International Development

## TraiNet/VCS Help Desk Newsletter

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### *Minimize Re-Verification & Re-Approval of Participants*

Once you have entered the initial required data in TraiNet, a participant can be verified, approved and submitted to the Bureau of Citizenship and Immigration Services (BCIS, formerly known as the INS). However, if you change any of the participant's required data in TraiNet before a DS-2019 is received, then you will have to use VCS again to verify and approve the participant's new data before it can be sent to BCIS.

### *New Features in the VCS*

Two new features were recently added to the VCS that all users should be aware of:

1. Verifiers and Approvers will now receive email notification from the VCS when participants are added or removed from your queues. So now when there are participants waiting for action, you will receive an email alerting you that you

#### Hints and Tips

**TraiNet—Visa Wizard:** If a US training program is less than three weeks long, assign the visa category "Short Term Scholar" to the participants in the Visa Wizard.

**TraiNet & VCS Users:** If a participant cannot be found in the Consular's computer system when applying for a visa, please send the following information to the helpdesk ([trainet@usaid.gov](mailto:trainet@usaid.gov)): Last & first name of the participant, visa category from the DS-2019 and the date the participant was presented at the Consulate.

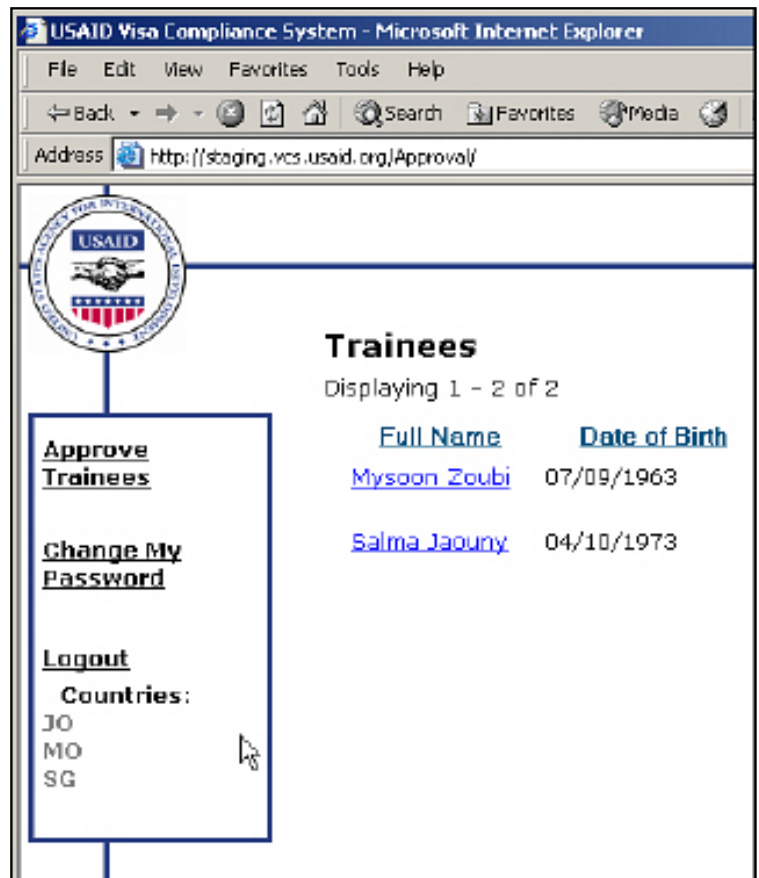
**TraiNet—Trainee Wizard:** When you enter a participant's country of birth, be sure to also enter the city of birth. Both items are required.

need to check the VCS.

2. Updates to information already submitted to the BCIS are now taken from TraiNet and processed through the VCS for Verification and Approval. Verifiers and Approvers will see trainees coming through the VCS again with changed information. The VCS will show you both the original information that was sent to the BCIS as well as the newly updated information for comparison. This new information must be verified and approved before it can be sent to BCIS.
3. A list of your User Permissions has been added to the left of the VCS screen, below the menu items. If you are a Verifier, this list shows the Site IDs of all the TraiNet sites you have authority to review. If you are an Approver, this list shows all the Countries you have authority to review. If you require access to a Country or Site ID that is missing from your User Permissions, please notify the helpdesk ([trainet@usaid.gov](mailto:trainet@usaid.gov)) so it can be added

Other features are planned for the near future and will be announced in this newsletter as soon as they are available.

Best regards to all,  
The TraiNet/VCS Helpdesk Staff



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